REQUEST FOR DATA ON GUIDANCE COUNSELORS

To: Schools Division Superintendents

1. The Department of Education recognizes the vital role of the Guidance and Counselling personnel in ensuring that all students in public schools can avail of guidance services and programs. However, the existing salary structure of the Guidance and Counseling positions is not commensurate with the high qualification standards for Guidance Counselors required by RA 9258 s. 2004: An Act of Professionalizing the Practice of Guidance and Counseling. Hence, the agency is currently reviewing the status and salary structure of the guidance services groups.

2. In line with this, the Schools Division Offices (SDOs) are hereby directed to provide an inventory of Guidance and Counselling items following the templates which can be accessed through this link: http://bit.ly/2BT8R1M.

3. Considering that this Office will consolidate and monitor the submission, kindly submit the soft copy (Excel Format) and duly signed (PDF Format) through the Administrative Division – Personnel Section email: ps.region1@deped.gov.ph on or before August 19, 2021.

4. For information, guidance, and compliance.

TOLENTINO G. AQUINO
Director IV

Encl.: None
Reference: Memorandum DM-PFO-2018-0211
To be indicated in the Perpetual Index under the following subject:

DATA GUIDANCE COUNSELORS

AD-PS/Img/RM_DataonGuidanceCounselors
August 17, 2021
REQUEST FOR UPDATED DATA ON GUIDANCE COUNSELORS

Organization Effectiveness Division <bhrod.oed@deped.gov.ph>  
Fri, Aug 13, 2021 at 4:57 PM

To: DepEd I Ilocos Region <region1@deped.gov.ph>, Deped II Cagayan Valley <region2@deped.gov.ph>, Deped Cordillera Administrative Region <car@deped.gov.ph>, Department of Education Regional Office III <region3@deped.gov.ph>, DepEd Region IV-A CALABARZON <region4a@deped.gov.ph>, region4b@deped.gov.ph, DepEd V Bicol Region <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd Region VII Central Visayas <region7@deped.gov.ph>, Deped VIII Eastern Visayas <region8@deped.gov.ph>, DepEd RO-IX ZamPen <region9@deped.gov.ph>, Department of Education Region 10 <region10@deped.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, "Cc: DepEd Region XIII CARAGA" <caraga@deped.gov.ph>, Deped National Capital Region <ncr@deped.gov.ph>

Dear RO and SDO HRMO Colleagues:

Hope this email finds you well.

This pertains to DepEd’s request to the Department of Budget & Management for the reclassification of all incumbent Registered Guidance Counselors (RGC) holding Guidance Counselor or Guidance Coordinator positions as of this date.

Relative to this, may we request for an updated inventory of all Guidance and Counseling items in your jurisdiction. This is just an update of the submission of field offices based on the Memorandum DM PFO-2018-0211 dated February 6, 2018 signed by then Undersecretary Jesus LR Mateo. (Please see attached).

The RGC database inventory shall also be utilized to determine strategic interventions or programs needed by DepEd such as capacity building and career development among others. These would strengthen the promotion and delivery of mental health services in basic education through the hiring and deployment of mental health professionals as articulated in the “Basic Education Mental Health and Well-Being Promotion Act” which is pending in the Congress.

Finally, please ensure completeness and accuracy of the following spreadsheet templates below based on the attached memo:

Annex A : Inventory of Plantilla Items on the Guidance and Counselling Group;
Annex B : Inventory of Licensed Guidance Counselors in DepEd;
Annex C : SDO Summary Figures in the Guidance and Counselling Group;
Annex D : Regional Summary of Figures in the Guidance and Counselling Group; and
Annex E : Issues and Concerns Related to the Guidance and Counselor Positions.

Kindly send the regional consolidated softcopies of excel and signed pdf file to bhrod.oed@deped.gov.ph on or before August 20, 2021.

For queries or clarifications, please contact Mr. Joel Mendoza of BHROD-OED at cellphone numbers 09338124929/09358003202 or via email at joel.mendoza@deped.gov.ph. Thank you.

IMPORTANT NOTE: Please disseminate to all your respective Schools Division Offices. Thank you.
MEMORANDUM
DM-PFO-2018-221

TO: ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISIONS SUPERINTENDENTS

FROM: JESUS L.R. MATEO
Undersecretary

SUBJECT: REQUEST FOR DATA ON GUIDANCE COUNSELORS

DATE: 06 February 2018

The Department of Education recognizes the vital role of the Guidance and Counseling personnel in ensuring that all students in public schools are able to avail of guidance services and programs.

However, the existing salary structure of the Guidance and Counselling positions is not commensurate with the high qualification standards for Guidance Counselors required by RA 9258 s.2004: An Act of Professionalizing the Practice of Guidance and Counseling. Hence, the Department of Education is currently reviewing the status and the salary structure of the guidance services groups.

Given this, all DepEd regions are requested to submit an inventory of all Guidance and Counselling items following the attached templates:

- Annex A: Inventory of Plantilla Items on the Guidance and Counselling Group;
- Annex B: Inventory of Licensed Guidance Counselors in DepEd;
- Annex C: SDO Summary Figures in the Guidance and Counselling Group
- Annex D: Regional Summary of Figures in the Guidance and Counselling Group;

HRDD/Fundig

DepEd Complex, Meralco Ave., Pasig City 1600  ☎️633-7206/636-6549 📞631-6494 🌐www.deped.gov.ph
Kindly send a hardcopy to the Bureau of Human Resource and Organizational Development – Human Resources and Development Division (BHROD-HRDD) at 4F Mabini Bldg., DepEd Central Office, Meralco Ave., Pasig City, and email a softcopy to bhrodhrrdd@deped.gov.ph on or before March 2, 2018.

For queries or clarifications, please contact Ms. Millie Jane Fudolig of BHROD-HRDD, at telephone number 02-4706630 or via email at millie.fudolig@deped.gov.ph.

Please be guided accordingly. Thank you very much.
Annex B (to be filled out by the SDO)

Inventory of Licensed Guidance Counselors in DepEd
Schools Division Office of ________________

<table>
<thead>
<tr>
<th>SDO</th>
<th>Position Title</th>
<th>Item Number</th>
<th>Salary Grade</th>
<th>Filled</th>
<th>Unfilled</th>
<th>Step Increment</th>
<th>Name of Incumbent</th>
<th>Date Appointed</th>
<th>Actual Work Station</th>
<th>Latest Date of License Registration</th>
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Prepared by

SIGNATURE OVER PRINTED NAME
Position
Certified True and Correct

SIGNATURE OVER PRINTED NAME
Superintendent
Annex A (to be filled out by the SDO)

Inventory of Plantilla Items on the Guidance and Counselling Group
Schools Division Office of __________________

<table>
<thead>
<tr>
<th>SDO</th>
<th>Position Title</th>
<th>Item Number</th>
<th>Salary Grade</th>
<th>Filled</th>
<th>Unfilled</th>
<th>Step Increment</th>
<th>Name of Incumbent</th>
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Prepared by
__________________________
Signature Over Printed Name
Position

Certified True and Correct
__________________________
Signature Over Printed Name
Superintendent
Annex C (to be filled out by the SDO)

Summary Figures of the Guidance and Counselling Group
Schools Division Office of ________________

<table>
<thead>
<tr>
<th>SDO</th>
<th>Position Title</th>
<th>Salary Grade</th>
<th>No of Filled Items</th>
<th>No of Unfilled Items</th>
<th>Total</th>
<th>No. of Registered Guidance Counselors</th>
<th>No of Non-Registered Guidance Counselors</th>
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Prepared by

SIGNATURE OVER PRINTED NAME
Position

Certified True and Correct

SIGNATURE OVER PRINTED NAME
Annex D (to be filled out by the RO)
Soft copies of the templates are available at http://bit.ly/2BT8R1M

Summary Figures of the Guidance and Counselling Group
Region __________________

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Salary Grade</th>
<th>No of Filled Items</th>
<th>Total</th>
<th>No of Unfilled Items</th>
<th>Total</th>
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Prepared by

SIGNATURE OVER PRINTED NAME
Position

Certified True and Correct

SIGNATURE OVER PRINTED NAME
Regional Director
Annex E: Issues and Concerns Related to Guidance Counselor Positions

<table>
<thead>
<tr>
<th>Issues and Concerns</th>
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<td>Region _____________</td>
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</table>

1. What are the responsibilities, projects and services handled by the Guidance Counselors?

2. What are the issues and concerns encountered by the RO/SDO/School in filling up vacant Guidance Counselors/Coordinator positions?

3. In the absence of Guidance Counselors, who performs the functions of providing guidance services to the learners?

4. For the non-registered/licensed Guidance Counselors, what are the challenges encountered in completing the licensure requirements?